



# Recruitment Manager GSK10SB Programme

Hybrid (2 days per week onsite) Egrove Park, Kennington  
Grade 7: £39,424 - £47,779 per annum including the Oxford University Weighting of £1,730 per annum  
FTC until 31/8/27, full time (37.5 hours per week)  
Saïd Business School, University of Oxford





## The role

The Recruitment Manager is part of the Goldman Sachs *10,000 Small Businesses* UK (GS10KSB) programme team, and will manage the end-to-end application process, including outreach, receipt of applications (using the Salesforce and Form Assembly databases); generating applicant short-lists; arrange and oversee interviews and manage the GS10KSB Programme participants' data in line with the recruitment strategy and GDPR requirements.

The role reports into the Associate Director, and is responsible for meeting targets for the GS10KSB programme cohort intake and providing the team with management information from the Salesforce database. They will meet and liaise with the Goldman Sachs team on a regular basis to provide status updates and will be accountable for meeting recruitment targets.

The role will work with individuals and organisations to provide a strong pipeline of applicants for the GS10KSB national programme, maintaining excellent working relationships and regularly collaborating with our referral partners, such as small business organisations and networks, our speakers, faculty and administrators at the School. A part of the remit will be to take part in developing the recruitment strategy, attending recruitment and alumni events in order to develop the referrer network and to ensure that alumni remain connected with the School by involving alumni in the recruitment process.

## Responsibilities

The Recruitment Manager:

- Will manage applications (using the Salesforce and Form Assembly databases); create applicant short-lists; arrange and oversee interviews and manage the GS10KSB Programme candidates' data in line with the recruitment strategy and GDPR requirements
- Be directly accountable for meeting recruitment targets
- Be responsible for managing the recruitment budget and ensure funds are directed appropriately for maximum benefits to the recruitment process, with oversight from the Associate Director
- Maintain excellent working relationships with the Programme Director, Associate Directors and Head of Alumni Engagement to maintain and develop ways of attracting high quality individuals and ensure that there is a good, inclusive pipeline of applicants for the programme
- Work closely with the Data and Insights Lead during the recruitment cycle to arrange and book interviews (this role will support during busy periods)
- Work closely with the GS10KSB programme team to ensure that reporting and dashboards are accurate and refreshed
- Generate recruitment text for multiple uses including newsletters, e-campaigns, brochures, invites, posters or adverts in consultation with the Associate Director
- Manage and ensure the referral partner database is up to date and that our referral partner network is included in the recruitment communications and invited to appropriate recruitment events
- Plan and attend recruitment activities in collaboration with other members of the team
- Develop and maintain strong working relationships with relevant referral organisations and networks such as SME business networks and specialist communities
- Monitor and analyse competitor programme activity and trends
- Work with the alumni team to identify relevant alumni and help to develop ways of working with alumni in the recruitment efforts
- Work closely with the programme administration team and alumni team, to enhance the participant and alumni experience
- Develop and maintain knowledge of the SME sector and how it is evolving
- Work closely with the Data and Insights Lead to ensure production of recruitment information reports with insights into applicants and cohort profile

- Ensure the application form is up-to-date and accessible, with assistance from the Data and Insights Lead

The Recruitment Manager will also be expected to contribute to the wider activities of Saïd Business School and be an ambassador for both the GS10KSB programme and the Saïd Business School in external communities.

## Selection criteria

### Essential selection criteria

- Proven track record of success in a customer-facing role, with demonstrated ability to identify, establish and maintain relationships with potential programme participants, alumni and organisational contacts.
- Excellent interpersonal skills both in person and on the telephone.
- Excellent oral and written communication skills.
- Experience of e-mail marketing, digital marketing, copywriting and proofreading.
- Team player, keen to work with internal/external team members to provide an excellent experience for applicants and participants on the programme.
- Experience of managing budgets.
- Willingness to travel to attend events
- Good personal and time management skills with the ability to prioritise workload in a busy and sometimes pressured environment.
- Have a flexible approach to work and the duties to be carried out.

### Desirable selection criteria

- Experience in marketing business development programmes.
- Experience of business development or recruitment within a business school or commercial training context.
- Experience of using Salesforce or other CRM software to track recruitment activities.
- A knowledge of the SME sector.

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at [Pre-employment Checks](https://www.jobs.ox.ac.uk/pre-employment-checks) (<https://www.jobs.ox.ac.uk/pre-employment-checks>).



## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. For more information, please visit [Organisation | University of Oxford](https://www.ox.ac.uk/about/organisation) ([www.ox.ac.uk/about/organisation](https://www.ox.ac.uk/about/organisation)).

## Saïd Business School

Saïd Business School blends the best of new and old. We are a vibrant and innovative business school, but yet deeply embedded in an 800 year old world-class university. We create programmes and ideas that have global impact. We educate people for successful business careers, and as a community seek to tackle world-scale problems.

We deliver cutting-edge programmes, including the highly regarded MBA, Executive MBA, a number of specialist MScs, a portfolio of custom

and open programmes and accredited diplomas for executives, and we undertake ground-breaking research that transform individuals, organisations, business practice and society. We are an international and outward looking School with our programme participants coming from more than 50 countries.

We seek to be a world-class business school community, embedded in a world-class University, tackling world-scale problems.

## Sustainability

Saïd Business School is committed to the highest standards of environmental sustainability, preserving the planet for future generations and acting in a socially sustainable manner. As an employee you are expected to uphold these commitments in accordance with our Environmental Policy. You can learn more about our organisation's sustainability efforts at [Sustainability | Saïd Business School](https://www.sbs.ox.ac.uk/about-us/school/sustainability) (<https://www.sbs.ox.ac.uk/about-us/school/sustainability>).

## Diversity and Inclusion

Oxford Saïd is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. We recognise that the broad range of experiences that a diverse staff and student body brings strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish.

Oxford Saïd holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.



## Our Values

To better understand our Values, what behaviours demonstrate them and how they are involved in your everyday work we have created the below descriptors.

### Transformational

We challenge constructively, provoke thought, and influence and inspire others to develop.

### Respectful

We are caring, supportive, appreciative, embrace difference and value each other's opinions.

### Entrepreneurial

We embrace and encourage change and innovation. We are creative, flexible and brave.

### Collaborative

We are stronger together. We are inclusive, approachable, listen to others and value good communication.

### Purposeful

We are a community who believe in sustainable growth, and are responsible, principled and transparent.

### Excellence

We are professional, focused and aligned, and have a responsibility to do the very best we can.

### Wellbeing

Saïd Business School acknowledges the importance of wellbeing, in enabling people to thrive at work and ensure a work-life balance. It provides a number of initiatives to help support wellbeing and would encourage you to participate. At an individual level, wellbeing means recognising what helps us remain resilient and taking appropriate steps. If we experience difficulties, doing our best to rectify them and making our line manager aware of aspects that they could support us with.

Further information about Saïd Business School is available at [Saïd Business School](http://www.sbs.oxford.edu) ([www.sbs.oxford.edu](http://www.sbs.oxford.edu)).

## Social Sciences

Oxford Saïd is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit [Social Sciences Division](http://www.socsci.ox.ac.uk) (<https://www.socsci.ox.ac.uk>).





## Important information for candidates

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at [Job applicant privacy policy](https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy) (<https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>).

The University's Policy on Data Protection is available at [Data protection policy](https://compliance.admin.ox.ac.uk/data-protection-policy) (<https://compliance.admin.ox.ac.uk/data-protection-policy>).

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at [The EJRA](https://hr.admin.ox.ac.uk/the-ejra) (<https://hr.admin.ox.ac.uk/the-ejra>).

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures. Please see [The EJRA](https://hr.admin.ox.ac.uk/the-ejra) (<https://hr.admin.ox.ac.uk/the-ejra>).

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

## Equality of opportunity

The University of Oxford is committed to equal opportunity and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those underrepresented within higher education. No applicant or member of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.



## Oxford Saïd Exclusive Benefits

### Wellbeing initiatives

Oxford Saïd runs an annual Wellbeing Day for all staff. In addition to this, there is yoga, healthy food deliveries, health MOTs and a range of other ad hoc programmes. Our excellent catering facilities provide a high standard of food, including healthy eating and vegetarian options at a subsidised cost.

### Staff Summer and Christmas parties

Oxford Saïd like to reward all of their staff for their great work and their Christmas and Summer parties are our way of saying thank you. The Christmas party is for all staff and the summer party is for staff and their immediate family members, because we know how important family is to all of us.

### Employee Assistance provider

Health Assured is an employee assistance and wellbeing consultancy that works in partnership with the Business School to provide staff and their immediate family with a free 24-hour per day helpline providing confidential information and counselling services on personal issues.

## University of Oxford Benefits

### Annual leave

38 days (inc. public holidays). Long service additional annual leave – up to 5 days per annum, pro rata for part time employees. Previous service within higher education sector can be recognised. An additional scheme enables staff to request to purchase up to 10 additional days in each holiday year.

### Salary and salary sacrifice schemes

The University salary and grading structure allows for annual incremental progression until a scale-bar point is reached. This incremental progression is automatic. Additionally, there are salary sacrifice schemes for bicycles and electric cars. See [Staff benefits](https://hr.admin.ox.ac.uk/staff-benefits) (<https://hr.admin.ox.ac.uk/staff-benefits>).

### Pension

If you are on an academic or academic related pay scale (grade 6 or above), you are automatically a

member of USS. Employer contribution is 14.5% and Employee contribution is 6.1%.

If you are on a pay scale other than academic or academic related (grade 1-5) you are automatically a member of OSPS. Employee contribution can be between 4%- 8% and Employer contribution 10%-14%.

### University discounts

All University staff can purchase a TOTUM discount card for £14.99 for 12 months (£24.99 for 2 years, £34.99 for 3 years) which gives access to numerous exclusive offers and discounts from many popular retailers. There are a wide range of other discounts from external companies available using a university card.

### University Club

Membership of the University Club is free for all University staff. The University Club offers social, sporting and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room and swimming pool. See [The University Club](http://www.club.ox.ac.uk) ([www.club.ox.ac.uk](http://www.club.ox.ac.uk)) and [Oxford University Sport](https://www.sport.ox.ac.uk) (<https://www.sport.ox.ac.uk>).

### Access to Oxford buildings

Free access to a number of Oxford colleges, Botanic Gardens, Harcourt Arboretum, Wytham Woods and discount at numerous restaurants/shops.





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All information is correct at the time of going to press.

Please check our website for the most up-to-date information.

Saïd Business School, University of Oxford